

## SRC PRS CAREER ADVISING CHECKLIST (MARCH 30, 2020)

Mentor	Mentee
Before the first meeting:	
1. Review mentee CV	1. Contact mentor to set up initial 30-minute meeting 2. Send a copy of your CV to mentor 3. Review mentor's CV (get it from the web)
The first meeting might include:	
1. Discussion of the mentee's progress in the following areas: <ul style="list-style-type: none"> <li>• Research: publications, works in progress</li> <li>• Entrepreneurship: proposal-writing, funding sources</li> <li>• Teaching and/or mentoring, as appropriate for track</li> <li>• Service, as appropriate for track</li> <li>• Role within SRC and program and balance of responsibilities/effort</li> <li>• Networking: connections in SRC and beyond, conferences, etc.</li> </ul>	1. Ask questions in any of the areas listed at left 2. For questions in other areas, consider asking mentor about where to seek support
Ongoing mentoring might include:	
<ul style="list-style-type: none"> <li>• Forward information to mentee about relevant seminars, conferences, and calls for proposals/abstracts</li> <li>• Suggest opportunities for on-campus seminar presentations. When mentee presents, attend and provide feedback</li> <li>• Encourage mentee to meet with visiting speakers in their area</li> <li>• Facilitate connections to other PRS and UM faculty as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Ask mentor to review your personal statement and provide feedback (in person or over email) before annual Merit Review deadline</li> <li>• Send mentor copies of papers when ready for journal submission, either FYI or with specific request for guidance</li> <li>• Same as above, for grant proposals</li> <li>• Request guidance on how to respond to referee reports and grant reviews</li> <li>• Ask for suggestions about publication strategy ("where should I submit this paper?")</li> </ul>
General notes:	
<ul style="list-style-type: none"> <li>• First meeting should occur in the fall (except for the program's first year which may start in spring)</li> <li>• The primary and secondary mentors do not constitute a mentoring committee; it is not incumbent on the mentee to organize a group meeting</li> <li>• Primary mentor will provide a letter to SSAC discussing mentee's progress as part of the Merit Review process</li> <li>• Secondary mentor should assess alignment of mentee's and program's incentives and whether mentee's program is providing adequate support</li> <li>• Problems that emerge from mentoring process (e.g., failure to give or receive mentoring, serious problems with career progression) should be brought to the attention of the SRC Director or Associate Director for Faculty</li> <li>• The following publication from the University of Michigan's ADVANCE program may be helpful:  <a href="https://advance.umich.edu/wp-content/uploads/2018/09/CareerAdvising-Research.pdf">https://advance.umich.edu/wp-content/uploads/2018/09/CareerAdvising-Research.pdf</a> </li> </ul>	